

## Welcome to [COURSE ABBREVIATION: FULL COURSE TITLE]!

Instructor: [YOUR NAME]
Office: [ CAMPUS-BUILDING-OFFICE#]
Office Phone: [YOUR PHONE #]
E-Mail: [YOUR EMAIL]

Office Hours: [YOUR OFFICE HOURS]

To get started, please read through the Course Details section and materials below.

## **COURSE DETAILS**

## **Course Overview:**

[PROVIDE BRIEF COURSE DESCRIPTION - CAN BE CATALOG DESCRIPTION].

In this course, we use a synchronous connected learning format, meaning that lectures and activities are delivered in real-time at specific dates and times, as outlined in the course schedule, across multiple locations connected via our Connected Classroom technology. Students are required to attend these sessions at one of our connected locations. This format is designed to promote real-time interaction, engagement, and collaborative learning experiences.

Before our first course meeting, you are strongly encouraged to review these video tutorials on how to connect to the class meeting and troubleshoot common issues. This will help ensure a smooth start and enhance your learning experience from day one.

Course Start Date: [LIST OFFICIAL COURSE START DATE]
Course End Date: [LIST OFFICIAL LAST COURSE DATE]

Course Schedule: [LIST COURSE DAY(S) and TIMES (ex: Mondays and Wednesdays, 11am-2pm)]

Course Locations: [LIST CLASSROOMS (CAMPUS – BUILDING – ROOM#)]

WEBEX Meeting Number: [LIST MEETING NUMBER]